

3.110 Signs

[Section 3.110 (Signs) added by Ordinance No. 2359, §3, passed on March 22, 2004.]

3.110.01 Purpose

These regulations balance the need to protect the public safety and welfare, the need for a well, maintained and attractive community, and the need for adequate identification, communication and advertising. The regulations for signs have the following specific objectives:

- A. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare;
- B. To allow and promote positive conditions for sign communication while at the same time avoiding nuisances to nearby properties;
- C. To reflect and support the desired character and development patterns of the various zones, overlay zones, and plan districts and promote an attractive environment;
- D. To allow for adequate and effective signs in commercial and industrial zones while preventing signs from dominating the appearance of the area;
- E. To improve pedestrian and traffic safety; and
- F. To ensure that the constitutionally guaranteed right of free speech is protected.

The regulations allow for a variety of sign types and sizes for a site. The provisions do not ensure or provide for every property or business owner's desired level of visibility for the signs. The sign standards are intended to allow signs to have adequate visibility from streets and rights-of-way that abut a site, but not necessarily to streets and rights-of-way farther away.

3.110.02 Applicability

Section 3.110 states the standards for the number, size, placement, and physical characteristics of signs. This section applies to signs in all zoning districts within the City of Woodburn. Other regulations in the City Code may also apply to signs.

No sign shall be placed or constructed on any property within the City of Woodburn that is not in compliance with **Section 3.110** or other applicable provisions of the WDO. Proposals for signs where the code is silent, or where the rules of **Section 3.110** do not provide a basis for concluding that the sign is allowed, are prohibited.

3.110.03 **Definitions**

Words used in **Section 3.110** shall have their normal dictionary meaning unless they are listed in **Section 3.110.03** below or in **Section 1.102**. Words listed in **Section 3.110.03** have the specific meaning stated or referenced, unless the context clearly indicates another meaning.

Area of sign: Sign area is measured by drawing no more than four straight lines around and enclosing each cabinet or sign display surface; these shall be summed and then totaled to determine total area. No more than three cabinets or sign display surfaces or any combination thereof may be used to calculate the total sign area on any freestanding sign or for each tenant's signage on a building wall. The measurable area shall not include embellishments such as pole covers, decorative roofing, foundation or supports provided there is no written advertising copy, symbols or logos on such embellishments. The area of a sign shall include any symbol, material, lighting, or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed.

Sign area includes only one side of a multi-sided sign, regardless of the presence of sign copy on both or all sides. Where a sign is of a three dimensional, round or irregular solid shape, the largest cross section shall be used in a flat projection for the purpose of determining sign area.

The areas of all signs in existence at the time of enactment of this ordinance, whether conforming or nonconforming, shall be counted in determining permitted sign area.

Awning: A shelter projecting from, and supported by, the exterior wall of a building on a supporting framework. The awning may be constructed of rigid or non-rigid materials.

Bench: A seat located upon or adjacent to public property for the use of a combination of passersby or persons awaiting transportation.

Boundaries of the Site: The area inside the legal lot lines of a site and does not include any property in the public right of way.

Building Code: The most current edition of the Oregon State Structural Specialty Code.

Building Frontage: Building elevations that front on a public street, alley or parking lot. Building frontage shall be measured as the length of a straight line extending horizontally between the exterior building walls of a single tenant building or the midpoint of the separation walls between individual tenant spaces in a complex.

Canopy: A permanent unenclosed roof structure for the purpose of providing shelter to patrons in automobiles.

Complex: Any group of two or more buildings, or individual businesses within a single building provided at least two of the businesses have separate exterior entrances, on a site that is planned and developed to function as a unit and which has common on-site parking, circulation and access. A complex may consist of multiple lots or parcels that may or may not be under common ownership.

Director: Woodburn Director of Community Development or his/her designated representative.

Display Surface: The area made available by the sign structure for the purpose of displaying a message. The display surface includes the area of the message and the background.

Eave: The overhanging lower edge of a roof.

Glare: Illumination of a sign that either directly, or indirectly from reflection, causes illumination on other properties or right of way in excess of a measurement of 0.5 foot candles of light measured at the property line.

Height: Height is measured from the lowest point of the grade below the sign (excluding artificial berm) to the topmost point of the sign.

Marquee: A permanent roofed structure attached to and supported by a building, and projecting out from a building wall, or over public access, but not including a canopy or awning.

Premises: The land and buildings contained within the boundaries of a single tenant site or complex.

Property Owner or Lessee: An individual, corporation, partnership, or other legal entity shown on county records as the owner or contract purchaser of the property, or is named as the lessee in a lease agreement regarding the property.

Sign: Materials placed or constructed, or light projected, that conveys a message or image or is used to inform or attract the attention of the public. Some examples of “signs” are materials or lights meeting the definition of the preceding sentence and which are commonly referred to as signs, placards, A-boards, posters, billboards, murals, diagrams, banners, flags, or projected slides, images or holograms. The scope of the term “sign” does not depend on the content of the message or image conveyed. Specific definitions for signs regulated in **Section 3.110** include the following:

A-Frame Sign: A double faced temporary sign constructed with an A-shaped frame, composed of two sign boards attached at the top and separate at the bottom, not permanently attached to the ground, but secured to the ground or sufficiently weighted to prevent the sign from being blown from its location or

easily moved.

Awning Sign: A sign attached to or incorporated into an awning or an awning that is internally illuminated.

Balloon: An inflatable device less than 36 inches in diameter and anchored by some means to a structure or the ground.

Banner Sign: A sign made of fabric or other non-rigid material with no enclosing framework.

Bench Sign: A sign on an outdoor bench.

Blimp: An inflatable device 36 inches or greater in diameter and anchored by some means to a structure or the ground.

Changing Image Sign: Any sign, display, device, or portions thereof which is designed to have the capability of movement or give the semblance of movement of the whole or any part of the sign or that displays any artificial light which is not maintained stationary or constant in intensity and color at all times when such signs are in use or through some other automated method, results in movement, the appearance of movement or change of sign image or text. Such signs include but are not limited to electronic signs including LED, LCD, video or other automatic changeable display, rotating and revolving signs, readerboard signs, flashing signs, and wind driven signs including flags, pennants, and streamers.

Directory: A sign located in a complex that lists tenants and corresponding addresses located within the complex.

Externally Illuminated Sign: A sign where the light source is separate from the sign and is directed so as to shine on the exterior of the sign.

Flag: A sign made of fabric or other similar non-rigid material supported or anchored along only one edge or supported or anchored at only two corners.

Flashing Sign: A sign incorporating intermittent electrical impulses to a source of illumination or revolving in a manner which creates the illusion of flashing or which changes colors or intensity of illumination at intervals of more than once in any 60 second period.

Freestanding Sign: A sign wholly supported by a sign structure in the ground (e.g., monument signs, pole signs).

Historical Marker: A plaque or sign erected and maintained on property, a building, or structure by an organization that is recognized for routinely

identifying sites, buildings, or structures of historical value.

Internally Illuminated Sign: A sign where the light source is contained within the sign and is directed so as to shine on the interior of the sign.

Lawn Sign: A temporary freestanding sign made of lightweight materials such as cardboard or vinyl that is supported by a frame, pole, or other support structure placed directly in the ground without foundation or other anchor.

Menu Board: A sign placed adjacent to a designated drive-thru lane of a drive-thru service establishment.

Monument Sign: A low profile freestanding sign that is placed on a solid base that extends a minimum of one-foot above the ground and extends at least 75 percent of the length and width of the sign. The aboveground portion of the base is considered part of the total allowable height of a monument sign.

Off-Premises Sign: A sign designed, intended or used to advertise, inform or attract the attention of the public as to:

- a. Goods, products or services which are not sold, manufactured or distributed on or from the premises on which the sign is located;
- b. Facilities not located on the premises on which the sign is located;
or
- c. Activities not conducted on the premises on which the sign is located.

Pennant: A lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Permanent Sign: Any sign other than a temporary sign.

Pole Sign: A freestanding sign which exceeds eight feet in height.

Portable Sign: A sign that is not affixed to a structure or the ground in a permanent manner and that may be moved easily from place to place.

Projecting Sign: A sign, other than a wall sign, that projects from, and is supported by a roof or wall of a building or structure and is generally at right angles to the building.

Readerboard Sign, Electronic Changeable Copy: A permanent sign on which copy can be changed electronically by using patterns of lights that may be changed at intervals not exceeding one change in copy or display, or intensity or color of

lighting in any 60 second period.

Readerboard Sign, Mechanical Changeable Copy: A permanent sign on which copy can be changed manually in the field.

Roof sign: Any sign erected upon or extending above or over the eave or roof of any building or structure. A sign erected upon a roof, which does not vary more than 20 degrees from vertical shall be regulated as a wall sign.

Subdivision Sign: A sign located on land in a recorded subdivision containing 10 lots or more.

Suspended Sign: A sign suspended from the underside of a canopy, awning, arcade, marquee, or other roofed open structure and oriented to pedestrian traffic.

Temporary Sign: A sign that is not permanently affixed or attached to a building, structure, or the ground. Temporary signs include, but are not limited to A-frames, banners, flags, pennants, balloons, blimps, streamers, lawn signs, and portable signs.

Unsafe sign: A sign constituting a hazard to safety or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, disaster, damage, abandonment or inability to meet lateral and/or vertical loads as determined by the City of Woodburn Building Official.

Wall Sign: Any sign attached to or erected against the wall of a building or structure or attached to or erected against a roof which does not vary more than 20 degrees from vertical, with the exposed face of the sign in a plane parallel to the plane of the wall or roof and which does not project more than 18 inches from the wall or roof.

Window Sign: A sign that is placed inside a building (such as placement on a windowsill) within six inches of a window or attached to the inside of a window.

Sign Maintenance: Normal care needed to keep a sign functional such as painting, cleaning, oiling, and changing light bulbs. Does not include an alteration to the sign.

Sign Repair: Fixing or replacement of broken or worn parts. Replacement includes comparable materials only. Repairs may be made with the sign in position or with the sign removed.

Sign Structure: The structure, supports, uprights, braces, framework and display surfaces of a sign.

Single Tenant Site: A development that is not a complex.

Street Frontage: The portion of a site that abuts a public street.

Structural Alteration: Modification of a sign or sign structure that affects size, shape, height, or sign location; changes in structural materials; or replacement of electrical components with other than comparable materials. The replacement of wood parts with metal parts, the replacement of incandescent bulbs with light emitting diodes (LED), or the addition of electronic elements to a non-electrified sign are examples of structural alterations. Structural alteration does not include ordinary maintenance or repair, repainting an existing sign surface, including changes of message or image, exchanging painted and pasted or glued materials on painted wall signs, or exchanging display panels of a sign through release and closing of clips or other brackets.

Vision Clearance Area: See **Section 3.103.10**.

3.110.04 **Sign Permit Required**

- A. A sign permit is required to erect, replace, construct, relocate, or alter a sign, unless such sign or action is exempt under **Section 3.110.11**. The Director shall issue a sign permit if the applicant files an application, filing fee, and plans which demonstrate full compliance with all provisions of **Section 3.110** and other applicable city regulations.
- B. Sign maintenance, sign repair and changing of a sign display surface is allowed without obtaining a sign permit so long as structural alterations are not made and the sign display surface is not increased in size.
- C. A building permit shall be obtained for any signs where the sign installation is regulated under the Building Code.
- D. An electrical permit shall be obtained for all illuminated signs, subject to the provisions of the State Electrical Code.
- E. The Director may require application for sign permits for any existing signage on the premises if no existing permits previously had been approved.

3.110.05 **Sign Permit Approval Process**

- A. Initiation of an Application.

An application for a sign permit may only be initiated by the property owner or lessee with the authorization of the property owner.

- B. Application Form.

An application for a sign permit shall be made on forms as prescribed by the Director. Such an application shall be filed with the Planning Department. The application shall be accompanied by any fees as specified by City Council resolution. A sign permit application shall include the following information:

1. Sign location
2. Business name and business owner's name, address and phone number
3. Property owner's name, address, and phone number
4. Sign company name, address, and phone number
5. Contact person and phone number
6. Type of sign
7. Illustration of the proposed sign(s), existing signs and location including the following items:
 - a. Site plan and/or building elevation plans drawn to scale and dimensioned showing:
 - 1) Existing structures
 - 2) Driveways
 - 3) Streets and right of ways
 - 4) Existing signs
 - 5) Proposed sign
 - 6) Existing property lines
 - b. Proposed sign drawn to scale and dimensioned, showing (as applicable):
 - 1) Total height from the ground
 - 2) Width
 - 3) Depth
 - 4) Area of sign in square feet
 - 5) Size and style of letters
 - 6) Colors
 - 7) Type of illumination
 - 8) Materials
 - 9) Drawing of the sign on the building elevation with dimensions of the building wall
8. Signatures of the property owner or lessee. If a lessee signs, property

owner authorization shall be provided.

C. Process.

1. Permits for new signs or modification of existing signs shall be processed as follows:
 - a. Signs subject to a sign permit, except signs listed under **Section 3.110.05.C.1.b** below, shall be processed, using the procedures, standards, and application requirements, provided in **Section 3.110**.
 - b. Pole signs and the placement of neon tubing on the exterior of a building shall be processed as a Type II land use application, using the application requirements of **Section 5.102.02**, except additional exhibits required under **Section 5.102.02.B** are limited to sign information required under **Section 3.110.05.B**, and using the standards and design guidelines of **Section 3.110** as approval criteria. A Type II sign application may be processed concurrently with a separate Type II or III development application.
2. After a sign application is received and deemed complete by the Director, the Director shall provide the applicant with a written decision granting or denying the application for a sign permit. For non-compliant applications, the decision shall explain the reasons why the application was denied. A decision to deny shall be mailed to the address on the application by regular mail.
3. The Director's decision under **Section 3.110.05.C.1.a** is final for purposes of appeal on the date that it is mailed or otherwise provided to the applicant, whichever occurs first. The Director's decision is not appealable locally, and is the final decision of the City.
4. A decision under **Section 3.110.05.C.1.b** may be appealed following the appeal procedure for a Type II application.

3.110.06 **Expiration of Approval**

Sign permit approval shall expire 180 days from the date of approval if a building permit is not issued, if required, or substantial construction of the sign has not commenced if a building permit is not required. Signs that require the issuance of a building permit shall be constructed within the time period established by the building permit. Expiration of a Type II sign application approval shall comply with **Section 4.102.03**.

3.110.07 **Inspections**

A. Construction Inspection.

General requirements for the inspection of signs during and following construction shall be as follows:

1. All construction work for which a permit is required shall be subject to an inspection by the Building Official in accordance with the Building Code and **Section 3.110**:
 - a. A survey of the lot or parcel or proposed location for sign erection may be required by the Building Official to verify compliance of the structure with approved plans.
 - b. Neither the Building Official nor the City of Woodburn shall be liable for expense or other obligations entailed in the removal or replacement of any material required to allow inspection.
2. It shall be the duty of the person doing the work authorized by a permit to notify the Building Official that such work is ready for inspection. The Building Official may require that every request for inspection be filed at least one working day before such inspection is desired.
3. The applicant shall request a final inspection when all work is completed. This inspection shall cover all items required by the Building Official under State law or City ordinances such as the locations, landscaping if required, and general compliance with the approved plans and requirements of **Section 3.110**.

B. Director's Inspection.

The Director is authorized and directed to enforce all of the provisions of **Section 3.110**.

1. All signs for which permits are required shall be inspected by the Director.
2. Upon presentation of proper credentials, the Director may enter at reasonable times any building, structure, or premises in the City to perform any duty imposed upon the position by **Section 3.110**.

3.110.08 General Requirements

- A. Landscaping: Permanent freestanding signs shall be located in a planted landscaped area which is of a size equal to at least twice the sign area. The landscaped area shall be improved and maintained subject to the landscaping

standards of **Section 3.106**.

- B. Location: No portion of a freestanding sign shall be located less than five feet from any boundary property line.

3.110.09 **Design Guidelines for Type II Sign Applications**

The following design guidelines shall be applicable to Type II sign applications:

- A. Each sign should be designed to be consistent with the architectural style of the main building or buildings upon the site.
- B. Signs located upon a site with only one main building should be designed to incorporate at least one of the predominately visual elements of the building, such as type of construction materials or color. Each sign located upon a site with more than one building, such as a complex or other nonresidential development, should be designed to incorporate at least one predominate visual design element common to all such buildings or a majority of the buildings.
- C. Multiple signs located within a single development, or complex should have a common design established through the use of similar sign colors and materials, sign supports, method of illumination, sign cabinet or other configuration of sign area, shape of sign and components, and letter style and size.
- D. Sign colors and materials should be consistent with the color scheme and materials used in the development. The use of fluorescent colors or similar highly reflective materials should be discouraged.
- E. Supporting elements of pole signs should be covered consistent with subsection (D) above. The total width of pole covers should be at least 30 percent of the sign display width.
- F. Freestanding signs should appear to be a single unit and should not have separate or detached cabinets or readerboards that are not architecturally integrated into the primary sign display area.

3.110.10 **Sign Maintenance.**

Signs and sign structures together with their supports, braces, guys, anchors and electrical components must be maintained in a proper state of repair. The Director may order the removal of any sign or sign structure that is not maintained in accordance with **Section 3.110** or the Building Code. Signs and sign structures that are dangerous must be taken down and removed or made safe, as the Director deems necessary.

3.110.11 **Exemptions.**

[Section 3.110.11 as amended by Ordinance No. 2465, adopted March 22, 2010.]

The following are exempt from application, permit and fee requirements of **Section 3.110**, but are subject to other applicable portions of **Section 3.110** and the City Code and may require building and electrical permits:

- A. Window signs provided such signs shall not obscure more than 50 percent of the total window area of a building face.
- B. Flags provided that not more than two flags shall be permitted on a lot or parcel in any zone. The area of an individual flag shall not exceed 40 square feet. Flag mounts or poles shall not exceed 40 feet in height.
- C. Temporary freestanding signs in non-residential zones provided that not more than two such signs shall be permitted on a single tenant site or complex. The total area of such signs on a single tenant site or complex shall not exceed 24 square feet and the height shall not exceed eight feet. Such signs shall not be placed in the public right of way or a vision clearance area.
- D. Wall signs on residential dwellings provided that not more than two such signs are permitted on a dwelling unit and the total area of all such signs shall not exceed three square feet.
- E. Additional Permanent Wall and Freestanding Signs. In addition to the wall and freestanding signs permitted under **Sections 3.110.14 through 3.110.18**, the following additional permanent wall and freestanding signs are permitted for all uses, except single and two family dwellings. The area of each such freestanding sign shall not exceed three square feet and a height of five feet. The area of each such wall sign shall not exceed three square feet. Not more than three such freestanding signs shall be permitted on a lot or parcel and not more than two such wall signs shall be placed on a building with a single tenant or on an individual tenant space in a multiple tenant building. A freestanding sign shall not be located within a required front yard setback or setback abutting a street.
- F. Menu boards in conjunction with a drive-thru service establishment. Not more than two menu boards shall be permitted for a drive-thru service establishment. Menu boards shall be located adjacent to the driveway leading to a drive through window and shall not exceed seven feet in height and eight feet in width.
- G. Lawn signs and A-frame signs in RS, RSN, RM, and RMN zones provided that not more than two such signs are located on a lot or parcel and the total area for all such signs does not exceed eight square feet. Such signs shall not exceed seven feet in height and shall not be placed in the public right of way or vision clearance areas.

- H. Lawn signs and A-frame signs in the R1S zone provided that:
1. The signs are established by the property owner or property owner's agent,
 2. Not more than two such signs are located on a lot or in the public right-of-way abutting the lot,
 3. No sign may be established in the right-of-way of State Highway 214, Newberg Highway,
 4. The total area for all such signs does not exceed eight square feet,
 5. Lawn signs shall not exceed seven feet in height,
 6. A-frame signs shall not exceed three feet in height,
 7. Signs shall not be placed in vision clearance areas (Section 3.103.10) or in adjacent rights-of-way,
 8. Signs shall not be on or overhanging a travel or on-street parking lane,
 9. Signs shall not be on or overhanging a sidewalk, and
 10. No portion of a sign shall be less than 3 feet from the back of a curb.
- I. Signs that are inside a building, except window signs, or signs that do not have a primary purpose of being legible from a public street or another property. Such signs include scoreboard signs, signs on the inside of ball field fences, signs within a stadium, and signs located within the site of a special event such as a festival or carnival.
- J. Signs required by federal, state, or city law on private property if the sign is no more than 32 square feet in area. Such signs include building addresses, handicap parking signs, designation of fire lanes, public hearing notices, and building inspection notices.
- K. Signs owned and maintained by federal or state agencies or the City of Woodburn.
- L. Signs lawfully erected in the public right of way in accordance with applicable state and local laws and regulations, including public utility signs, traffic signs and traffic control devices.
- M. Decorations and lights relating directly to federal, state, or city recognized events or holidays, provided that such decorations and lights shall be placed not more

than 45 days before the holiday or event to which they pertain and shall be removed within 15 days of the passing of the holiday or event to which they pertain.

- N. Signs on phone booths and product dispensers, such as beverage, recycling, newspaper, gasoline, and propane machines provided the total area of signage on an individual unit does not exceed three square feet.
- O. Directories for non-residential complexes with two or more buildings and multiple family residential complexes with four or more buildings. Directories shall be limited to a maximum of one per street access and shall be located a minimum of 50 feet from a street right of way. Each directory shall be limited to a maximum area of 24 square feet. Freestanding directories shall be limited to a maximum height of eight feet.
- P. Bench signs provided the total area of such signs on a bench does not exceed one square foot.

3.110.12 Prohibited signs

The following signs and advertising devices are prohibited:

- A. Any sign constructed, erected, replaced, relocated, altered, repaired, or maintained in a manner not in compliance with **Section 3.110**.
- B. A temporary sign not otherwise allowed under **Section 3.110.13** or exempt under **Section 3.110.11**.
- C. Off-premises sign.
- D. A sign located on the roof of any building or structure.
- E. A sign located in the vision clearance area established by **Section 3.103.10**.
- F. A sign located in the special setback area established by **Section 3.103.05**.
- G. A sign in public right of ways except awning, projecting, wall, and suspended signs projecting over a public right of way in conformity with **Section 3.110**, or unless specifically exempt under **Section 3.110.11**.
- H. Internally illuminated awning sign.
- I. A changing image sign not otherwise allowed under **Sections 3.110.13 through 3.110.18** or exempt under **Section 3.110.11**.

- J. A permanent sign located on an undeveloped lot or parcel, except subdivision signs.
- K. A beacon light, searchlight, strobe light or a sign containing such lights.
- L. Neon tubing on the exterior of a building unless approved as part of a Type II sign application.
- M. A sign that imitates or resembles official traffic lights, signs or signals or a sign that interferes with the effectiveness of any official traffic light, sign or signal.
- N. An illuminated sign that produces glare. Glare may not directly, or indirectly from reflection, cause illumination on other properties or right of way in excess of a measurement of 0.5-foot candles of light measured at the property line.
- O. A sign required to have been issued a sign permit, but for which no sign permit has been issued.
- P. A sign with visible incandescent bulbs or fluorescent tubes or a sign with a visible direct source of illumination, except neon, and not otherwise allowed under **Section 3.110.13** or exempt under **Section 3.110.11**.
- Q. A sign that is unsafe or constitutes a public nuisance.
- R. A sign that incorporates flames or emits sounds or odors.
- S. A sign supported in whole or in part by cables or guy wires or that has cables or guy wires extending to or from it.
- T. Blimp.

3.110.13 Temporary Sign Permit

- A. Certain temporary signs that are not otherwise exempt under **Section 3.110.11** may be approved for a limited period of time as a means of drawing attention to special events such as grand openings, carnivals, charitable events, seasonal openings, special promotions, etc. Approval of a Temporary Sign Permit application shall be required prior to placement of such signs.
- B. Process.
 - 1. Temporary Sign Permits shall be processed using the procedures, criteria, and application requirements of **Section 3.110.14**.
 - 2. After a Temporary Sign Permit application is received and deemed

complete by the Director, the Director shall provide the applicant with a written decision granting or denying the application for a Temporary Sign Permit. For non-compliant applications, the decision shall explain the reasons why the application was denied. A decision to deny shall be mailed to the address on the application by regular mail.

3. The Director's decision under **Section 3.110.14** is final for purposes of appeal on the date that it is mailed or otherwise provided to the applicant, whichever occurs first. The Director's decision is not appealable locally, and is the final decision of the City.

- C. **Application Requirements.** An application for a Temporary Sign Permit shall be made on forms as prescribed by the Director. Such an application shall be filed with the Planning Department. The application shall be accompanied by any fees as specified by City Council resolution. The following information is required for submittal of a Temporary Sign Permit application:

A completed Temporary Sign Permit application form. The application form shall include the following:

11. Address of location where sign(s) is to be placed.
12. Business name; property owner or tenant name, mailing address, and phone number.
13. Contact person and phone number.
14. Type of signs and total area of signs in square feet.
15. Signatures of the applicant and property owner or tenant.
16. Identification of the location where sign(s) is to be placed as a single tenant site, an individual tenant in a complex, a complex with less than 20 tenants, or a complex with 20 or more tenants.

- D. **Criteria.** The Director shall approve an application for a Temporary Sign Permit only if it complies with the following approval criteria:

1. The following types of temporary signs are permitted with a Temporary Sign Permit: A-frames, banners, flags, pennants, balloons, strings of lights, streamers, and lawn signs. Temporary sign types not specified above including other types of portable signs and blimps are not permitted with a Temporary Sign Permit.
2. A Temporary Sign Permit shall not be granted for single and two family

residential uses or for an individual tenant in a multiple family residential complex.

3. An owner or tenant of an individual property, a tenant in a complex, and the owner of a complex may obtain Temporary Sign Permits. In a complex, a tenant shall be limited to placing only banners and flags on the exterior walls and windows of its tenant space.
4. Temporary Sign Permits shall be limited to a specified number of 15-day periods per calendar year. Said periods may run consecutively; however, unused days from one period shall not be added to another period. The number of Temporary Sign Permits allowed shall be as follows:
 - a. A single tenant site or an individual tenant in a complex shall be permitted a maximum of four Temporary Sign Permits per calendar year.
 - b. A complex consisting of less than 20 tenant spaces shall be permitted a maximum of four Temporary Sign Permits per calendar year, in addition to Temporary Sign Permits allowed for individual tenants.
 - c. A complex consisting of 20 or more tenant spaces shall be permitted a maximum of six Temporary Sign Permits per calendar year, in addition to Temporary Sign Permits allowed for individual tenants.
5. No temporary sign shall extend into or over public right of way or vision clearance areas, as governed by **Section 3.103.10**.
6. No temporary sign shall obstruct on-site pedestrian or vehicular access or circulation.
7. The total area of all temporary signs permitted by a Temporary Sign Permit shall not exceed 100 square feet for an individual tenant in a complex, 200 square feet for a single tenant site or a complex with less than 20 tenant spaces, or 400 square feet for a complex consisting of 20 or more tenant spaces.

3.110.14 **Permitted Signs - Residential and Public/Semi-Public Land Use Districts (RS, RIS, RM, and P/SP)**

Signs in the RS, RIS, RM and P/SP Districts shall be subject to the following provisions and all other applicable provisions of **Section 3.110** and the **WDO**.

- A. Subdivision and Manufactured Home Park Signs. Signs located within a subdivision containing 10 lots or more or a manufactured home park containing 10 lease spaces or more shall be permitted subject to the following limitations:
1. Type. Monument signs and signs attached to a freestanding wall are permitted.
 2. Area of signs. Each sign shall not exceed 20 square feet in area.
 3. Height of sign.
 - a. Monument sign shall not exceed a height of five feet.
 - b. Sign on freestanding wall shall not project above wall.
 4. Number of signs. One sign is permitted on each side of each public street entry into the development.
 5. Illumination. Only externally illuminated signs are permitted and such signs shall not cause glare.
- B. Multiple Family Dwelling Signs. Signs associated with multiple family developments containing four or more attached dwelling units shall be permitted subject to the following limitations:
1. Type of sign. Monument and wall signs are permitted.
 2. Area of sign.
 - a. Wall sign shall not exceed 20 square feet in area.
 - b. Monument sign shall not exceed 20 square feet in area.
 3. Height of sign. Monument sign shall not exceed a height of five feet.
 4. Number of signs. Not more than one monument sign and one wall sign shall be permitted
 5. Illumination. Only externally illuminated signs are permitted and such signs shall not cause glare.
- C. Non-Residential Use Signs. Signs for non-residential uses shall be permitted subject to the following limitations:
1. Developed site containing less than three acres:

- a. Type of Sign. Monument, wall, and mechanical changeable copy readerboard signs are permitted.
 - b. Area of sign.
 - 1) Wall sign shall not exceed 20 square feet in area.
 - 2) Monument sign shall not exceed 20 square feet in area including any readerboard sign.
 - 3) Readerboard sign shall not exceed 12 square feet in area.
 - c. Height of Sign. Monument sign shall not exceed five feet in height.
 - d. Number of Signs. One monument sign and one wall sign shall be permitted. Readerboard sign may only comprise part of a monument sign and shall be included in the area calculation for a monument sign.
 - e. Illumination. Only externally illuminated signs are permitted and such signs shall not cause glare.
2. Developed site containing three or more acres:
- a. Type of Sign. Monument, wall and mechanical changeable copy readerboard signs are permitted.
 - b. Area of sign.
 - 1) Wall sign shall not exceed 32 square feet in area.
 - 2) Monument sign not exceed 32 square feet in area including any readerboard sign.
 - 3) Readerboard sign shall not exceed 18 square feet in area.
 - c. Height of Sign. Monument sign shall not exceed six feet in height.
 - d. Number of Signs. One monument sign is permitted per public street frontage provided the total number of monument signs shall not exceed two signs. One wall sign is permitted on each building wall that fronts on a public street provided the total number of wall signs shall not exceed two signs. Readerboard signs may only comprise part of a monument sign and shall be included in the area

calculation for a monument sign.

- e. Illumination. Only externally illuminated signs are permitted and such signs shall not cause glare.

3.110.15 Permitted Signs - Commercial Office District (CO)

Signs in the CO District shall be subject to the following provisions and all other applicable provisions of **Section 3.110** and the **WDO**.

- A. Developed site or complex containing less than three acres.
 - 1. Type of signs. Monument and wall sign(s) are allowed.
 - 2. Area of signs.
 - a. Wall sign. No more than four percent of any building wall shall be covered by wall signs.
 - b. Monument sign. Monument sign shall not exceed 20 square feet in area.
 - 3. Height of monument sign. Monument sign shall not exceed a height of five feet.
 - 4. Number of signs.
 - a. Wall sign. Maximum of one sign per tenant. One additional sign is permitted to identify each building or complex.
 - b. Monument sign. Maximum of one sign per street frontage not to exceed a total of two signs.
 - 5. Illumination. Externally or internally illuminated signs are permitted and such signs shall not cause glare.
- B. Developed site or complex containing three acres or more:
 - 1. Type of signs. Monument and wall sign(s) are allowed.
 - 2. Area of signs.
 - a. Wall sign. No more than four percent of any building wall shall be covered by wall signs.

- b. Monument sign. Monument sign shall not exceed 32 square feet in area.
- 3. Height of monument sign. Monument sign shall not exceed a height of six feet.
- 4. Number of signs.
 - a. Wall sign. Maximum of one sign per tenant. One additional sign is permitted to identify each building or complex.
 - b. Monument sign. Maximum of one sign per street frontage not to exceed a total of two signs.
- 5. Illumination. Externally or internally illuminated signs are permitted and such signs shall not cause glare.

3.110.16 Permitted Signs - Commercial General District (CG)

Signs in the CG District shall be subject to the following provisions and all other applicable provisions of **Section 3.110** and the **WDO**.

A. Pole Signs.

- 1. Single Tenant Site.
 - a. A pole sign is permitted on a street frontage that exceeds 100 lineal feet not to exceed one pole sign on a single tenant site. A pole sign shall be permitted instead of a monument sign.
 - b. A pole sign on a street with less than 300 lineal feet of frontage shall not exceed 12 feet in height and 32 square feet in area.
 - c. A pole sign on a street with 300 lineal feet or more but less than 600 lineal feet of frontage shall not exceed 15 feet in height and 50 square feet in area.
 - d. A pole sign on a street with 600 lineal feet or more of frontage shall not exceed 20 feet in height and 100 square feet in area.
- 2. Complex.
 - a. A pole sign is permitted on a street frontage that exceeds 100 lineal feet not to exceed one pole sign for a complex.

- b. A pole sign on a street with less than 300 lineal feet of frontage shall not exceed 15 feet in height and 50 square feet in area.
- c. A pole sign on a street with 300 lineal feet or more but less than 600 lineal feet of frontage shall not exceed 18 feet in height and 75 square feet in area.
- d. A pole sign on a street with 600 lineal feet or more of frontage shall not exceed 20 feet in height and 100 square feet in area.

B. Monument Signs.

- 1. One primary monument sign is permitted on a single tenant site or complex. If a pole sign is placed on a single tenant site or complex, a primary monument sign is not permitted.
- 2. In a complex, secondary monument signs are permitted at a ratio of one monument sign for each 300 lineal feet of street frontage on the same street not to exceed two secondary monument signs on a single street frontage and not to exceed a total of four secondary monument signs on a complex.
- 3. Monument signs on a street frontage with less than 300 lineal feet of frontage shall not exceed six feet in height and 32 square feet in area.
- 4. Monument signs on a street frontage with 300 lineal feet or more of frontage shall not exceed eight feet in height and 50 square feet in area.

C. Wall Signs.

- 1. Wall signs are permitted on a primary building frontage. Such signs shall not cover more than six percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and shall not exceed a maximum area of 200 square feet. However, a minimum sign area of 20 square feet shall be permitted for each single tenant building or tenant in a multiple tenant building. Only one building wall shall be designated as the primary building frontage.
- 2. Wall signs are permitted on secondary building frontages. Such signs shall not cover more than three percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and shall not exceed a maximum area of 100 square feet. However, a minimum sign area of 16 square feet is allowed for each single tenant building or tenant in a multiple tenant building.

3. Wall signs are permitted on canopies. Such signs shall be limited to no more than two sides of the canopy and shall not cover more than 15 percent of a canopy face or 50 square feet, whichever is less.

D. Readerboards.

Mechanical and electronic changeable copy readerboards are permitted. Readerboards are permitted on pole and monument signs only. Readerboards shall be integrated into the overall sign to appear as a single unit and shall not comprise more than 50 percent of the total sign display surface.

E. Awning and Marquee Signs.

Signs on awnings and marquees are permitted as wall signs, except that internally illuminated awning signs are prohibited. Signs on awnings and marquees shall not extend above or below the awning or marquee.

F. Projecting Signs.

One projecting sign is permitted on a single tenant site or complex. However, no projecting sign shall be permitted on a single tenant site or complex where there is a pole or monument sign. Projecting signs shall not exceed an area of 24 square feet and shall be located a minimum of eight feet above the ground. Such signs shall not project more than six feet from a building wall.

G. Suspended Signs.

One suspended sign is permitted for each entrance to a building or tenant space. Such sign shall not exceed an area of six square feet and shall be located a minimum of eight feet above the ground. Such sign shall not project past the outer edge of the roof structure.

H. General Standards.

1. Pole and monument signs within the same complex shall be located a minimum of 100 feet apart.
2. Pole signs shall be subject to approval of a Type II application pursuant to **Section 3.110.05.C.1.b.**
3. Illumination: Externally or internally illuminated signs are permitted and such signs shall not cause glare.

3.110.17 Permitted Signs - Downtown Development and Conservation District (DDC) and Nodal Neighborhood Commercial District (NNC) [Section 3.110.17 as

amended by Ordinance No. 2391, §3, acknowledged on December 22, 2006.]

Signs in the DDC and NNC Districts shall be subject to the following provisions and all other applicable provisions of **Section 3.110** and the **WDO**.

A. Monument Signs.

1. A monument sign is permitted on a single tenant site or complex.
2. A monument sign shall not exceed five feet in height and 20 square feet in area.

B. Wall Signs.

1. Wall signs are permitted on a primary building frontage. Such signs shall not cover more than four percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and shall not exceed a maximum area of 50 square feet. However, a minimum sign area of 16 square feet shall be permitted for each single tenant building or tenant in a multiple tenant building. Only one building wall shall be designated as the primary building frontage.
2. Wall signs are permitted on secondary building frontages. Such signs shall not cover more than two percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and shall not exceed a maximum area of 30 square feet. However, a minimum sign area of 12 square feet is allowed for each single tenant building or tenant in a multiple tenant building.

C. Readerboards.

Mechanical and electronic changeable copy readerboards are permitted. Readerboards are permitted on monument signs only. Readerboards shall be integrated into the overall sign to appear as a single unit and shall not comprise more than 50 percent of the total sign display surface.

D. Awning and Marquee Signs.

Signs on awnings and marquees are permitted as wall signs, except that internally illuminated awning signs are prohibited. Signs on awnings and marquees shall not extend above or below the awning or marquee.

E. Projecting Signs.

One projecting sign is permitted on a single tenant site or complex for each street

or alley frontage. However, no projecting sign shall be permitted on a single tenant site or complex where there is a monument sign on the same street frontage. Projecting signs shall not exceed an area of 12 square feet and shall be located a minimum of eight feet above the ground. Such signs shall not project more than four feet from a building wall.

F. Suspended Signs.

One suspended sign is permitted for each entrance to a building or tenant space. Such sign shall not exceed an area of six square feet and shall be located a minimum of eight feet above the ground. Such sign shall not project past the outer edge of the roof structure.

G. General Standards.

1. Projecting signs shall be subject to approval of a Type II application pursuant to **Section 3.110.05.C.1.b.**
2. Illumination: Externally or internally illuminated signs are permitted and such signs shall not cause glare.

3.110.18 Permitted Signs - Industrial Districts (IP, IL, and SWIR) [Section 3.110.18 as amended by Ordinance No. 2391, §3, acknowledged on December 22, 2006.]

Signs in the IP, IL, and SWIR Districts shall be subject to the following provisions and all other applicable provisions of **Section 3.110** and the **WDO**.

A. Monument Signs.

1. One monument sign is permitted on a single tenant site or complex.
2. In a complex, one additional monument sign is permitted if the complex has at least two street frontages that each exceed 300 lineal feet.
3. Monument signs on a street frontage with less than 300 lineal feet of frontage shall not exceed six feet in height and 32 square feet in area.
4. Monument signs on a street frontage with 300 lineal feet or more of frontage shall not exceed eight feet in height and 50 square feet in area.

B. Wall Signs.

1. Wall signs are permitted on a primary building frontage. Such signs shall not cover more than four percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and

shall not exceed a maximum area of 150 square feet. However, a minimum sign area of 16 square feet shall be permitted for each single tenant building or tenant in a multiple tenant building. Only one building wall shall be designated as the primary building frontage.

2. Wall signs are permitted on secondary building frontages. Such signs shall not cover more than two percent of the building wall on a single tenant building or each tenant's leased wall on a multiple tenant building and shall not exceed a maximum area of 75 square feet. However, a minimum sign area of 12 square feet is allowed for each single tenant building or tenant in a multiple tenant building.

C. Readerboards.

Mechanical and electronic changeable copy readerboards are permitted. Readerboards are permitted on monument signs only. Readerboards shall be integrated into the overall sign to appear as a single unit and shall not comprise more than 50 percent of the total sign display surface.

D. Awning and Marquee Signs.

Signs on awnings and marquees are permitted as wall signs, except that internally illuminated awning signs are prohibited. Signs on awnings and marquees shall not extend above or below the awning or marquee.

E. Projecting Signs.

One projecting sign is permitted on a single tenant site or complex. However, no projecting sign shall be permitted on a single tenant site or complex where there is a monument sign. Projecting signs shall not exceed an area of 20 square feet and shall be located a minimum of eight feet above the ground. Such signs shall not project more than four feet from a building wall.

F. Suspended Signs.

One suspended sign is permitted for each entrance to a building or tenant space. Such sign shall not exceed an area of six square feet and shall be located a minimum of eight feet above the ground. Such sign shall not project past the outer edge of the roof structure.

G. General Standards.

1. Monument signs within the same complex shall be located a minimum of 100 feet apart.

2. Illumination. Externally or internally illuminated signs are permitted and such signs shall not cause glare.

3.110.19 **Variances**

A variance may be granted from any regulation of **Section 3.110** in accordance with the provisions of **Section 5.103.11**.

3.110.20 **Nonconforming Signs**

- A. Nonconforming signs are those signs lawfully established prior to the adoption of **Section 3.110** or subsequent amendment thereto or signs lawfully established on property annexed to the City, which do not conform to the requirements of **Section 3.110**. Nonconforming permanent signs may remain provided they comply with the provisions of **Section 3.110.20**. However, nonconforming temporary signs and off-premises signs that have not been permitted by a variance shall comply with the provisions of **Section 3.110**.
- B. Nonconforming permanent signs shall comply with the provisions of **Section 3.110** when one or more of the following occurs:
 1. A nonconforming sign is expanded, relocated, replaced or structurally altered.
 2. The use of the premises upon which the sign is located terminates for a continuous period of 180 days or more. In a complex, if an individual tenant space is vacant for a continuous period of 180 days or more, only signs attached to such tenant space shall be required to comply with the provisions of **Section 3.110**.
 3. The use of the premises upon which the sign is located changes. In a complex, if the use of an individual tenant space changes, only signs attached to such tenant space shall be required to comply with the provisions of **Section 3.110**.
 4. A Type II Design Review or Type III Conditional Use or Design Review land use application is approved for the premises upon which the sign is located. In a complex, if an individual tenant space is the subject of a Type II Design Review or Type III Conditional Use or Design Review land use application, only signs attached to such tenant space shall be required to comply with the provisions of **Section 3.110**.
 5. A nonconforming sign is damaged, destroyed, or deteriorated by any means where the cost of repairs exceeds 50 percent of its current replacement cost as determined by the Building Official.

6. A sign permit for a conforming sign(s) is issued for the premises upon which a nonconforming sign is located. In such case, all nonconforming signs on the same premises, except signs attached to individual tenant spaces in a complex, shall comply with **Section 3.110** prior to installation of the new sign(s). In a complex, if a sign permit for a conforming sign(s) is issued for an individual tenant space upon which a nonconforming sign is attached, only signs attached to such tenant space shall be required to comply with the provisions of **Section 3.110**.

C. A nonconforming sign or sign structure may be removed for no more than 60 days to perform sign maintenance or sign repair. A nonconforming sign or sign structure removed for more than 60 days shall comply with the provisions of **Section 3.110**.

3.110.21 **Enforcement.**

The violation of any provision of **Section 3.110** is subject to the enforcement provisions contained in **Section 4.102.11**.